



State of Utah

DEPARTMENT OF COMMERCE

Division of Corporations & Commercial Code

Information on Filing a Collection Agency in Utah

This guide-sheet is not intended to substitute or replace the advice of legal counsel. We strongly encourage you to consult with an attorney.

Under provisions of Title 12 of the Utah Code, no person or business may conduct collections without having first registered with the Division of Corporations and Commercial Code as prescribed by statute. Violation of Title 12 is a Class A misdemeanor. If a collection agency is involved with collecting payments from consumer credit transactions, please contact the Department of Financial Institutions at (801) 538-8830 regarding requirements.

Step 1:

Make certain that your business organization is legally constituted. Your assumed business name must be registered with this Division; or if your organization is a corporation, limited partnership, limited liability company, it must be legally chartered by this Division.

Step 2:

Obtain a collection agency surety bond.

Each collection agency must obtain a collection agency surety bond from a Utah licensed surety for a minimum sum of \$10,000. The bond must be for one year and it is the responsibility of the agency to renew the surety bond in 12 months to avoid violation of statute. The full name of the agency principal, the business name, and the business street address must appear on the bond. Original must be submitted.

Step 3:

Complete an Application for Collection Agency Registration.

The application must be typewritten or computer generated, if it is handwritten it will be returned. Requests for applications must be made in writing or by faxing your request to (801) 530-6438. You may also e-mail your request to orders@utah.gov

Step 4:

Submit the completed application, your \$10,000 surety bond, and non-refundable \$32 processing fee. Means of payment are, cash, Visa or MasterCard, check, or money order made payable to the "State of Utah". Original surety bond must be submitted.

FREE! You may visit our Web Site for this document and to access other information.

Mail In: PO Box 146705
Salt Lake City, UT 84114-6705
Walk In: 160 East 300 South, Main Floor
Information Center: (801) 530-4849
Toll Free: (877) 526-3994 (within Utah)
Fax: (801) 530-6438
Web Site: <http://www.commerce.utah.gov>